

## SOUTHEAST POLK COMMUNITY SCHOOLS

TABLE OF CONTENTS

Article #	Title	Page #
	Agreement . . . . .	1
1	Recognition . . . . .	2
2	Separability and Savings . . . . .	3
3	Seniority . . . . .	4
4	Transfer Procedure . . . . .	5
5	Procedure for Staff Reduction . . . . .	7
6	Employee Evaluation Procedure . . . . .	8
7	Professional Development Committee . . . . .	10
8	Hours . . . . .	11
9	Dues Deduction . . . . .	12
10	Grievance Procedure and Arbitration . . . . .	13
11	Health and Safety . . . . .	15
12	Leaves of Absence . . . . .	17
13	Insurance . . . . .	20
14	Salary Schedule . . . . .	22
15	Supplemental Pay Duties . . . . .	26
16	Duration . . . . .	31

## A G R E E M E N T

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Southeast Polk School District, R. R. 2, Runnells, Iowa, hereinafter referred to as the Employer, and the Southeast Polk Education Association, hereinafter referred to as the Association. Said Agreement represents the complete and final agreement on all items negotiated between the Employer and the Association. Throughout this Agreement, wherever the word Act appears, this refers to the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

### Definitions:

1. The term "Employer" as used in this Agreement shall mean the Southeast Polk Community School District.
2. The term "employee" as used in this Agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employer Relations Board.
3. The term "Association" as used in this Agreement shall mean the Southeast Polk Education Association.
4. The term "Act" as used in this Agreement shall mean the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

Article 1  
Recognition

The Employer hereby recognizes the Association as the exclusive bargaining representative for the regularly contracted part-time and full-time certified employees which includes classroom teachers, counselors, nurses, special education personnel, librarians, and all other District contracted certificated nonadministrative personnel. Excluded from representation and coverage are these positions and duties: superintendent, assistant superintendent, business manager, athletic director, assistant athletic director, principals, all noncertificated personnel, and all other persons excluded by Section 4 of the Act. Reference is made to the Iowa Public Employment Relations Board, Order of Certification Case No. 83, dated June 27, 1975. The Southeast Polk Education Association is an affiliate of the Polk Suburban UniServ Unit, Iowa State Education Association, and National Education Association.

Article 2  
Separability and Savings

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. If the Employer and Association mutually agree, they shall, within thirty (30) days, enter into negotiations to replace any provisions declared unlawful.

Article 3  
Seniority

- A. Seniority is determined by a unit employee's total continuous length of employment with the Employer since his/her first day of actual service beginning with said employee's last date of hire.
- B. As long as the individual is employed by the Employer, seniority will continue to accumulate. Leaves of absence granted according to the terms of the contract shall not cause disruption of seniority, except as follows:
  - 1. While on unpaid leave of absence for nine (9) weeks or more, seniority will be frozen and will not accumulate. Seniority will again continue to accumulate when the employee returns to work.
  - 2. When an employee is promoted to a position not in the bargaining unit, seniority will be frozen and will not accumulate. Seniority will again begin to accumulate when the employee returns to the bargaining unit.
- C. A seniority list of regular part-time and full-time contract certified employees shall be provided to the Association by October 1 of each year showing name, last date of hire, and first day of actual service.

Article 4  
Transfer Procedure

A. Notification

1. Notice of Vacancy

- a. A vacancy exists within the building, or the District, when an individual retires or leaves the District.
- b. After vacancy, including supplemental pay activities, has occurred, the Employer shall post a notice regarding such in each building. Such notice shall be posted at least seven (7) work days before the final date when applications will be accepted. Said notice of vacancy shall include building, grade level, subject area, date of posting, and the final date on which applications will be accepted. Within five (5) days after the applicant selected for the vacancy has been approved by the Employer, the name of the selected applicant will be posted in each building.

B. Voluntary Transfers

Definition: A voluntary transfer is the movement of an employee to a different grade, level, building, or general subject area upon a vacancy therein at the request of the employee.

1. For vacancies that occur after in-building adjustments have been made, unit employees that desire to fill said vacancy may request a voluntary transfer. Any employee, including those within the building where the vacancy exists possessing the necessary certification, may apply in writing to the appropriate director and all applications shall be considered.
2. An interview will then be arranged with the principal or department head of the building to which the unit employee wishes to transfer.
3. In making its selection among applicants to fill the position, if professional preparation, current evaluations, and other pertinent criteria are equal, as determined by the Employer, seniority will be the governing factor as long as job related needs are met. No outside person may be hired if an employee that meets the above applies for the vacancy.
4. Voluntary transfers do not become effective until the following school year unless mutually agreed upon by the Employer and the employee.

C. Involuntary Transfer

Definition: An involuntary transfer is the movement of an employee to a different grade level, building, or general subject area without the employee's consent.

1. Prior to involuntarily transferring an employee, the Employer will attempt to fill such position with a certified volunteer.

Article 4

Transfer Procedure, continued

Involuntary Transfer, continued

2. The involuntary transfer shall consider seniority and the needs of the school district as determined by the employer. An involuntary transfer shall be made only after a meeting between the employee involved, the Association representative, the superintendent or his/her designated representative, and other appropriate administrative representatives, at which time the employee shall be given reason(s) for transfer. Involuntary transfers shall be considered in the effected building for the unit member with the least district seniority within the following groups.

PK,K through second grade	guidance
third grade through sixth grade	multicategorical special education
extended learning	talented and gifted
music	physical education
art	

3. A notice shall be given to involuntarily transferred personnel prior to the end of the school year.
4. Any employee having been notified that he/she is being involuntarily transferred may apply for posted open positions.

D. Summer Vacancy

For positions becoming vacant prior to July 1, any employee may file with the appropriate director a letter requesting consideration should a position open. The letter must be filed by June 1 of the appropriate year and contain the following information:

1. Assignment(s) desired (including supplemental activities),
2. Summer address,
3. Phone number.

Those indicating an interest in a certain vacancy will be notified by telephone or receipt of vacancy list sent to the summer address by the Employer. Whenever an employee is notified that a vacancy exists, the local Association President will be notified in writing.

Vacancies occurring after July 1 may be filled at the discretion of the Employer, but must be posted for the next school year by March 15.

Article 5  
Procedure for Staff Reduction

A staff reduction involves the laying off of employees who may be recalled in the future.

- A. The employer will determine if and when it is necessary to have a reduction in staff. When one (1) or more employees are to be laid off, the employee(s) with the least seniority shall be laid off first, with consideration given to job related needs.
- B. Notice of the reduction must be sent in writing to the Association and affected by date defined by the Iowa Code (April 30) of the contract year preceding the reduction. Such notice will include the written reason(s) for the staff reduction.
- C. Recall

- 1. No new or substitute employees shall be hired while there are laid off employees available for recall who have the qualifications and preparation which the Employer determines are necessary to fill a vacant position.
  - 2. Any employee laid off pursuant to this Article shall have all recall rights for two (2) years from the effective date of his/her layoff.
  - 3. Laid off employees will be recalled as positions become available. Employees with the most seniority will be recalled first, if the employee(s) has the necessary qualifications. This procedure shall be used for all subsequent recalls.
  - 4. The Employer will notify an eligible employee of the opportunity to be recalled within ten (10) days after the Employer determines a need for a position(s). The employee(s) will be notified by certified mail. If an employee fails to notify the Employer of his/her current address or fails to respond within ten (10) days after said notice has been mailed, any recall rights shall terminate.
  - 5. The Employer shall keep on file a current list of those who have retained such recall rights provided by this Article and shall furnish said list to the Association annually. The Association can review and copy this list at any time.
- D. Any employee laid off as a result of staff reduction will have his/her benefits frozen at the time of layoff. Upon return to work from recall, benefits will again continue to accumulate.



Article 6  
Employee Evaluation Procedure

A. Notification

At the beginning of each school year, the building principal or appropriate supervisor will review with each employee under his/her supervision the evaluation procedure, including the criteria for evaluation and instruments to be used for the required observation(s), and advise each employee as to the designated supervisor who will observe and evaluate his/her performance. An employee hired or reassigned after the beginning of the school year shall be notified by the appropriate supervisor of the evaluation procedure, including the criteria for evaluation and instruments used for required observation in effect. No required observation shall take place until such orientation has been completed.

B. Observation Procedure

1. During an employee's probationary period of employment, said employee shall be observed for summative evaluation purposes at least two (2) times each year. In subsequent employment years, an employee will be observed for formal summative evaluation purposes at least one (1) time during every three year period. These required observations of an employee shall be conducted with the full knowledge of the employee. There shall be at least a fifteen (15) work day period between these required observations for evaluation purposes unless otherwise requested by the employee or building principal or appropriate supervisor.
2. Prior to the first required observation for evaluation purposes for the evaluated employees, the building principal or appropriate supervisor will meet with the employee regarding the planned observation.
3. These required observations for evaluation purposes will be at least twenty (20) minutes in length.
4. A copy of the written observation statement(s) for each required observation for evaluation purposes shall be given to the employee and a conference shall be held between the employee and the building principal or appropriate supervisor within five (5) work days following the required observation for evaluation purposes unless circumstances develop beyond the principal's or supervisor's control. In such case, the conference will take place within ten (10) work days or the written observation statement(s) will become invalid. A copy signed by both parties shall be given to the employee and the Employer. The employee's signature does not necessarily mean agreement with the written observation statement(s), but rather awareness of the content.
5. The written summative evaluation will be completed by April 30<sup>th</sup> unless further evaluations are deemed necessary by the evaluator.

Article 6

Employee Evaluation Procedure, continued

Response, continued

C. Response

1. Following the above conference (Section B, #4), the employee may put his/her objections in writing and have them attached to the written observation statement(s) to be placed in his/her file. The file copy of such objections shall be signed by both parties to indicate awareness of content.
2. If any information other than that described above is to be placed in the employee's file, the employee will be made aware of said information and that it is being placed in his/her file. The file copy shall be signed by both parties. If the employee desires, he/she shall receive a copy of the information. The employee may put his/her objections in writing to be attached to said information to be placed in his/her file.

- D. The building principal or appropriate supervisor shall meet with and at this time provide each employee with a written evaluation. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. Following the conference, the employee may put his/her objections in writing and have them attached to the evaluation to be placed in his/her file. The file copy of such objects shall be signed by both parties to indicate awareness of the content.

Article 7  
Professional Development Committee

The purpose of the Professional Development Committee shall be to develop educational programs reflective of district needs and staff interests. This committee will make suggestions and recommendations on the structure, subject, and content of teacher education and training. It will consist of members to be appointed by the Association: one from each elementary building, three from the junior high, and three from the senior high. Equal number of members may also be appointed by the Employer. The Director of Curriculum and Instruction will coordinate the Committee's activities.

Standing committees will be established from the Professional Development Committee as needed. The Association and Employer will appoint an equal number of members to each of these standing committees. Each standing committee will select a chairperson to work in cooperation with the Director of Curriculum and Instruction. These committees will be responsible for planning, implementing, and evaluating the content and format of professional development training conducted during the contract year. All recommendations of the standing committees are subject to the approval by vote of the Professional Development Committee within the guidelines developed by the Superintendent.

The Professional Development Committee will meet as needed on the last Wednesday of months that have five Wednesdays.

Article 8  
Hours

A work day shall usually consist of eight (8) hours which shall include a scheduled lunch period of not less than twenty-five (25) minutes for an employee. Said lunch period shall not be interrupted by Employer assigned duty except in cases of emergency which could include, but is not limited to, the following: injury to a student, sudden illness, injury to a supervisor on duty, or situations involving the safety of a student.

An employee may be required, without additional compensation, to attend no more than three (3) evening meetings outside the regular work day. Attendance for an employee at additional meetings in excess of the mentioned three (3) shall be at the discretion of the employee. In case of extenuating circumstances, additional meetings may be called by the building principal.

On Fridays, before a vacation or holiday, unit employees may leave after the buses have been dismissed.

On days when the weather is bad enough to be considered inclement as determined by the Employer, the unit employees may be dismissed early.

When the regular starting time of school is unexpectedly delayed, unit employees shall not be required to report more than one (1) hour before the new starting time.

No employee will be required to perform duties during any scheduled vacation/holiday.

Graduation Attendance - Any teacher that cannot attend graduation on his/her required year will notify the building administration as soon as possible. Primarily it will be the responsibility of the building administration to find a replacement, with assistance from the teacher to the extent possible. If the building administration has not been notified by April 30, it will be the responsibility of the teacher to find a replacement. If a replacement cannot be secured, the teacher shall be excused for that year, but will attend graduation the following year.

Article 9  
Dues Deduction

Any employee who is a member of the Association may sign and deliver to the Superintendent's office an assignment authorizing payroll deduction for Association dues. The Association will inform its members of the dues deduction system and provide the necessary authorization cards for said deduction.

A list of continuing members with annual dues to be deducted will be given by the Membership Chairperson/President of the Association to the Employer on or before September 1st of any year.

The Employer will deduct from each member's paycheck (September-August) an equal amount, the sum of which by the last paycheck in August will be the yearly total of the member's dues.

Such authorization will continue in effect from year to year unless revoked in writing by a thirty (30) day's notice to the Employer and to the Association by the member.

The Association will receive from the Employer a monthly report indicating the total monthly deduction for association membership dues and a listing of the employees for whom the deductions were made within ten (10) working days following each regular pay period.

The Employer will not have any responsibility to collect dues that may be owing when an employee leaves the District prior to the full payment of his/her annual dues.

The Association and any individual member agrees to indemnify and hold harmless the Board of Education, each individual Board member, and all School District administrators against any and all claims, costs, lawsuits or other forms of liability and all court costs arising out of the application of the provisions in agreement between the parties for dues deduction.

Article 10  
Grievance Procedure and Arbitration

A. Purpose

The parties agree that an orderly and expeditious resolution of grievances is desirable. All matters that may arise between the Employer and an employee or employees regarding the violation, application or interpretation of the expressed provisions of this Agreement shall be adjusted in accordance with the following procedure.

B. Procedure

STEP 1. Informal Resolution of Grievance - Any employee having a grievance shall attempt to adjust the matter with his/her immediate supervisor or principal within ten (10) work days from its occurrence. In the event a situation occurs giving rise to a grievance and no individual employee is adversely affected, the Southeast Polk Education Association President may file said grievance. If an Association representative is present, the immediate supervisor or principal may also elect to have another party present. The immediate supervisor or principal will provide a decision on the matter at this meeting or within five (5) work days unless mutually agreed to extend following this meeting.

STEP 2. Formal Procedure for Resolution of Grievance - A grievance which is not settled at Step 1 shall be placed in writing within three (3) work days after receiving the immediate supervisor's or principal's response. Said grievance shall be signed by the employee and the Association unless the employee specifically desires not to have Association representation, and presented to the immediate supervisor or principal and/or his/her designated representative for his/her decision and reason(s) in writing, which shall be given within six (6) work days from receipt of said grievance.

STEP 3. If the grievance is not settled satisfactorily at Step 2, it shall be appealed in writing to the Superintendent or his designated representative within five (5) work days. The Superintendent and/or his/her designated representative agrees to meet with the Association representative within seven (7) work days from receiving date of appeal. If the Superintendent and his/her representative attends the meeting, the Association then can have two (2) representatives present. The principal or immediate supervisor and aggrieved employee may also attend. The Superintendent or his/her designated representative shall give a written decision with reason(s) at such meeting or within seven (7) work days after the Step 3 meeting. The time limits stipulated in Step 3 may be extended by mutual agreement of the parties. If the aggrieved employee and Association are not satisfied with the disposition of the Step 3 grievance, there shall be available a Step 4 consisting of final and binding arbitration.

STEP 4. If Step 4 is to be utilized, the Superintendent must be notified in writing within ten (10) working days from the receipt of his/her Step 3 answer. Within six (6) working days after receipt of the request for arbitration, the Employer and Association will submit to one another a list of five (5) suggested arbitrators. If the parties cannot agree upon an arbitrator within six (6) working days following the list exchange, either party may request a list of seven (7) arbitrators from the American Arbitration Association or the Federal Mediation and Conciliation Service. If unable to agree on the agency, a coin flip will determine which agency.

Article 10

Grievance Procedure & Arbitration, continued

Procedure, continued

Within twelve (12) work days following the receipt of the list of the panel of seven (7) arbitrators, the parties shall meet to select a single arbitrator. At this meeting, each of two (2) parties, the Association striking first will alternately strike one (1) name at a time from the list until only (1) name remains. The remaining name shall be the arbitrator. Within five (5) working days after the selection of the arbitrator, the parties shall meet and by joint letter contact the selected arbitrator to set dates and times for the arbitration hearing; however, said five (5) work days may be extended by mutual agreement. The decision of the arbitrator shall be final and binding on the parties.

C. Time Limits

If a grievance is not presented at the informal level (Step 1) within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If the Employer's answer in any Step of the grievance procedure is not given within the specified time limits, said grievance automatically moves to the next Step.

D. Association Representation

The Association has the right to represent the employee at all Steps unless an aggrieved employee elects not to have Association representation at the grievance meetings. However, the Association has a right to be present to observe the grievance meetings at all Steps.

E. Costs

The fees and expenses of the arbitrator will be paid equally by the parties. Informal Step 1 grievance meetings will be held at a mutually agreed upon time during the work day at a time which is before the students arrive or after the students depart from school. No more than two (2) unit employees (aggrieved employee and Association representative) will be released with pay to participate in a grievance arbitration hearing which occurs during the work day. The cost of the substitute(s) will be paid by the Association to the Employer, which will be for no less than one-half (1/2) day. No individual employee can be absent more than five (5) days in a contract year to attend said grievance and impasse arbitration hearings.

Each party shall pay its own cost of preparation and presentation for arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of stenographic reporting of the hearing shall be borne by the party requesting same, except that the other party may request a copy of such transcript, in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts. The arbitrator shall have no power to change, alter, detract from or add to the provisions of the Agreement. Said arbitrator shall have no authority to change the negotiated salary schedule covered by this Agreement. The arbitrator's decision in matters over which he/she has jurisdiction will be final and binding on the parties. All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

F. Language

All expressed provisions of this Agreement shall be subject to this grievance procedure unless specifically designated otherwise.

Article 11  
Health and Safety

A. Health

1. Physical Fitness, New Employees

All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be supplied on a form provided by the Employer and completed by a licensed physician of the employee's choice before the beginning of the new school year. Each new employee shall be advised in writing of the physical examination requirements at the time of employment. In the event an employee is hired after the beginning of the school year, he/she shall have thirty (30) days in which to comply with the physical requirement.

2. Time Limits

If said medical evidence is not provided within sixty (60) days of the beginning of the school year, the employee's pay shall be withheld until such form is received. Under extenuating circumstances, the completed physical examination form can be submitted at a later time, upon approval of the Employer.

3. Payment

Upon submission of an examination claim from the employee, the Employer will pay up to \$30.00 toward the cost of the required physical examination.

B. Safety

The Employer will attempt to provide a safe and healthful place of employment for all employees. All employees shall endeavor to be alert for unsafe conditions, equipment, and practices, and to report these to their immediate supervisor.

Employees shall attempt to observe all rules and regulations established by the Employer for the protection of life, limb and health, and for the preservation of School District property.

C. Protective Devices

Safety equipment, devices and clothing will be provided for the employee when deemed necessary by the Employer in meeting the guidelines provided for under Sections 280.10 and 280.11 of the Code of Iowa.



Article 11  
Health and Safety

D. Use of Reasonable Force

An employee may, within the scope of his/her employment, use and apply such amount of lawful force as is reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property. Immediately upon the use of such force, the employee involved will make a full report to his/her immediate supervisor.

E. Emergency Evacuation

In the event that a building of the Southeast Polk Community School District is placed under the jurisdiction of a governmental agency other than the Southeast Polk Community School District for the purpose of emergency evacuation, no employee covered by this Agreement, whose assignment is in that building, shall be required by the Employer to perform any services above and beyond determining that all students under his/her immediate supervision have been safely evacuated and accounted for.

Article 12  
Leaves of Absence

A. Procedure

1. All regular certified employees must complete and sign a request for approval of absence from school duties on such form provided by the Employer.
2. An employee returning to duty after any approved leave will sign a form provided by the Employer verifying the type of leave and number of days used.
3. If an employee expects to return to an assignment, the employee must notify the immediate supervisor of such intention by 3:00 P.M. If the employee does not give a required notification of intent to return, and the substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half day and will work for a half day, and the employee will work the remaining half day and receive pay only for said half day.
4. Part-time employees will be prorated accordingly.

B. Paid Leaves

1. Sick Leave

- a. The employer will grant a sick leave for medically related disabilities in the following amounts:

the first year of employment	15 work days
the second year of employment	13 work days
the third year of employment	13 work days
the fourth year of employment	13 work days
the fifth year of employment	14 work days
the sixth year and subsequent years of employment	15 work days

The above amounts shall only apply to consecutive years of employment in the Southeast Polk School District and unused portions shall be cumulative up to a total of one hundred (100) work days. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year. The minimum amount of sick leave request that can be granted is one-half (1/2) work day. In order to qualify for payment, the employer has the right to require such evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.

In the event that a member of the employee's immediate family (spouse, child, grandchild, parent, brother or sister) is ill, said employee may use up to five (5) days per year. Days used for family illness will be deducted from the accumulated sick leave.

Sick leave accumulation will be unlimited with a maximum annual usage of one hundred (100) days per contract year.

Article 12

Leaves of Absence, continued

Paid Leaves, Sick Leave, continued

b. Notification of Accumulation

An employee shall be given a copy of written accounting of accumulated sick leave no later than October 23 of each year.

2. Bereavement Leave

In the case of the death of employee's spouse, child, grandchild, sister, brother or parent, he/she shall be granted permission to be absent from duty by the Superintendent or his designated representative for as many days, not to exceed five (5) per occurrence, for attendance at the funeral and for any other purposes directly arising out of said death, but shall not be permitted to use said leave for any other purposes, and no deduction of pay shall be made for the days of absence so granted. In the event of the death of the employee's grandmother, grandfather, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, or mother-in-law, up to three (3) days per occurrence with pay will be granted. In the event of the death of distant relative or friend, one (1) day per year with pay will be granted. Bereavement leave is not accumulative. It shall be the employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.

3. Professional Leave

Attendance at educational meetings is permitted with full pay if such absence is approved by the Employer. A written request on a form provided by the Employer for said leave must be submitted to the employee's immediate supervisor at least ten (10) work days prior to the day of the anticipated absence.

4. Jury Duty Leave

An employee summoned for jury duty, or subpoenaed to court for a school related hearing, shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees, except mileage and parking, received for such duty to the Employer. When released from duty during working hours in the A.M., the employee will report to work and work the P.M. schedule.

5. Personal Leave

Two days per year, accumulating to three (3), shall be granted for personal purposes including, but not limited to, accompanying a spouse on a business trip, religious observances, or any other personal purpose. The Employer may grant an employee upon request unpaid leave equal to the number of personal days, minus one. The day before or immediately following a regular scheduled vacation or holiday period, an inservice day, parent-teacher conference day, during the first or last week of school, during inclement weather when school is in session, may not be used for Personal Leave. The Employer may grant this leave before or after vacation or holiday for extenuating circumstances.

Article 12

Leaves of Absence, continued

Paid Leaves, continued

No more than two (2) employees in one (1) elementary building, three (3) at the junior high, and four (4) at the high school (which includes the Harbor) shall be on Personal Leave on the same day. The employee shall notify the immediate supervisor at least three (3) working days prior to the date of absence. The three (3) days can be waived for extenuating circumstances.

6. Association Leave

The Employer will grant up to fifteen (15) days for leave with no one employee using more than four (4) days for purpose of attending meetings of state, regional or national affiliated associations of the Association each year. No more than five (5) employees can be absent on association leave at one time. Said leave is not cumulative. If a substitute is required, the Association will pay to the Employer the cost of the substitute for this leave. Leave for less than one-half (1/2) day will not be granted.

C. Unpaid Leave

a. Employee Leave

In the event that an employee requests a leave of absence without pay to further his/her education, fulfill an elected legislative or Association office, or other reason, said request should be made in writing, stating the reason(s) and sent to the Superintendent. The Superintendent will consider each such request on its individual merits before rendering his/her decision. Said leave may be granted for up to one (1) year. An employee elected to a legislative or Association position for a term which exceeds one (1) year may request an extension of said leave for another subsequent one (1) year period.

b. Parental Leave

Parental leave for the employee's child may be granted by the Employer providing a satisfactory replacement can be obtained, for a period of time not to exceed two (2) semesters. If said request is granted, no leave pay (including sick leave), salary or other benefits will be paid by the Employer. If the employee desires to continue insurance coverage(s) during said leave period, he/she will pay the full premium(s). The employee must have worked at least one hundred twenty (120) student contact days or more in the applicable school year to be eligible for salary schedule advancement.

D. Leaves and Seniority

An employee shall lose his/her seniority as follows:

1. For engaging in other full time work while on any leave of absence or giving false reason for obtaining extended unpaid leave of absence.
2. Failure to report for work at the end of a leave of absence unless arranged otherwise due to an emergency situation.

Article 13  
Insurance

A. The Employer agrees to provide each full-time certified employee who works thirty (30) hours or more per week with the following coverages. Said coverage will be comparable to the coverage in effect. The selection of the insurance carrier(s) will be made by the Employer.

1. Health

The Employer will pay to the carrier the single health coverage monthly premium cost less \$1.00. For the 2007-2008 contract year the Employer will pay One Hundred Eighty-Five Dollars (\$235.00) per month toward the cost of the premium for family coverage. For the 2008-2009 contract year the Employer will pay One Hundred Ninety-Five Dollars (\$275.00) per month toward the cost of the premium for family coverage. In cases where both spouses are employed by the District, one spouse may elect to apply the single coverage dollars toward the family coverage. Employees will have the following plan coverage:

PPO 200/400 Deductible

As of July 1, 1998, the only insurance option for new employees will be a PPO. Employees hired prior to July 1, 1998, and are currently enrolled in the HSM plan will be able to continue on the same plan or a plan comparable in coverage, as long as they are an employee (work 30 hours or more per week) of the district.

2. Dental

The Employer will pay to the carrier the single dental coverage monthly premium cost less \$1.00.

3. Vision

The Employer will pay to the carrier a maximum of Five Dollars (\$5.00) per month toward the cost of the premium for single vision insurance.

4. Term Life

The Employer will pay to the carrier the monthly premium cost of Term Life Insurance not to exceed Fifty Thousand (\$50,000) coverage. Said coverage includes a double indemnity provision.

5. Income Protection Disability

The Employer will pay to the carrier the full payment of the premium cost for each eligible employee up to age sixty-five (65) to provide the following benefits. Benefits will not exceed 60% of an employee's salary. Said benefits will not begin prior to ninety (90) calendar days of disability date and will be based upon the employee's salary in effect at the time the disability occurred.

6. School Liability

All eligible employees shall be covered by school liability insurance covering job related performance of duties.

Article 13

Insurance, continued

School Liability, continued

Employees required to use their personal automobiles in their assigned duties shall be covered by auto liability insurance coverage which is provided for under the Employer's non-owner- ship auto liability insurance. Said Employer provided auto liability insurance coverage shall only be for the excess amount which would exceed the coverage levels provided for in the individual employee's privately maintained auto liability insurance plan. Said Employer provided liability coverage premiums will be paid by the Employer to the carrier(s).

6. Flexible Benefit Plan

A. The Employer will provide a Flexible Benefit option which is in accordance with IRS Code (Section 125) for insurance premium payments, dependent care payments, medical payments, and any other IRS approved payments.

B. The herein referred to insurance coverage programs will be available for the term of this Agreement. The employer will provide each unit employee a description of the insurance coverage as provided to the Employer by the insurance carrier(s).

In the event that an employee is absent from work because of personal illness or injury, and said employee's accumulated sick leave has been exhausted, the insurance premium(s) paid by the Employer as mentioned in this Article will not be paid throughout the balance of the contract year.

For an employee on paid leave of absence, excluding employee(s) receiving income protection (disability), the Employer will continue to pay the obligated insurance premium(s) as mentioned in this Article. When an employee is on an unpaid leave of absence, the entire insurance premium(s) will be paid for by the employee, if he/she desires that the coverage be continued.

Article 14  
Salary Schedule

A. Schedule

The salary of each employee covered by the Salary Schedule is set forth in this Agreement. Phase I and II monies are included in the present salary schedule.

B. Placement and Advancement

Each employee shall be advanced from his/her present step on the Salary Schedule both horizontally and vertically in accordance with his/her earned experience and Employer approved graduate hours of credit. No employee may advance more than one (1) step vertically on the Salary Schedule in a given year. An employee must be employed a minimum of one hundred twenty (120) student contact days during a regular school year in order to be granted a year's credit on the Salary Schedule.

C. Educational Lane

To be eligible for horizontal advancement on the Salary Schedule, an employee's graduate hours of credit must be approved by the Employer in order to qualify for any of the following categories: BA+15, BA+30, MA, MA+15, and MA+30.

Hours taken through local Area Education Agency staff development programs or an institution that does not offer graduate credit are not acceptable for horizontal advancement on the Salary Schedule.

For an employee to advance horizontally from one educational lane to another, he/she must notify the Employer prior to or by September 1. Transcripts or other evidence of credits acceptable to the Employer must be turned in by October 1.

D. Career Increment

After a covered employee has been at the bottom step in their lane of the negotiated Southeast Polk salary schedule for three (3) continuous years, said employee will be granted a wage increase of Five Hundred Fifty Dollars (\$550.00) (year 18 - 6 years at the BA Step). Upon completion of year 21, each employee will be granted an additional Five Hundred Fifty Dollars (\$550). Upon completion of year 24 each employee will be granted an additional Five Hundred Fifty Dollars (\$550). Upon completion of year 27 each employee will be granted an additional Five Hundred Fifty Dollars (\$550). This will be in addition to their regular negotiated salary for that year. No employee may receive more than the specified amount during their three (3) year period under this provision.

Article 14

Salary Schedule, continued

E. Extended Contracts

Newly hired unit employees shall have contracts based on one hundred ninety-seven (197) days. All other unit employees shall have contracts based on one hundred ninety-five (195) days. Additional days in excess of one hundred ninety-five (195) days or one hundred ninety seven (197) days will be paid for at the rate per day equal to 1/195 or 1/197 of their regular contract year's salary.

F. Mileage

Employees who may be required to use their own automobiles in the performance of their regular assigned duties shall be reimbursed for all such travel at the maximum rate as allowed by the IRS whereby no tax is applied. Employees who are assigned to more than one school per day shall be reimbursed for all such travel between schools at the maximum rate as allowed by the IRS whereby no tax is applied. In any unusual circumstances, prior approval should be obtained from the appropriate director in order to receive said mileage reimbursement.

G. Methods of Payment

1. Pay Periods - Each employee shall be paid in twelve (12) equal installments beginning September 23 and thereafter on the 23rd of each month.
2. Exceptions -
  - a. When a pay date falls on or during a school holiday or vacation, employees shall receive their pay checks on the last previous working day.
  - b. Employees who are new in the teaching profession may, at their option, elect to receive \$100 of the first salary installment after the completion of their first ten (10) days of employment. The balance of the first salary installment shall be paid on the first regular pay period.
3. Summer checks - Summer checks shall be mailed to the address designated by the employee.

H. Educational Excellence Funds

1. Uncommitted Phase I funds will be added to the Phase II monies.
2. 

a. Curriculum/Staff Development	. . . . .	\$20.00 an hour
b. Teacher teaching Teachers	. . . . .	AEA Rate



**SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT**  
**2007-2008**  
Academic Salary Schedule

**Generator Base:**  
**\$30,860**

<b>Step</b>		<b>BA</b>		<b>BA+15</b>		<b>BA+30</b>		<b>MA</b>		<b>MA+15</b>		<b>MA+30</b>
<b>1-4</b>	1.14	<b>\$35,180</b>	1.18	<b>\$36,415</b>	1.21	<b>\$37,341</b>	1.25	<b>\$38,575</b>	1.30	<b>\$40,118</b>	1.35	<b>\$41,661</b>
<b>5</b>	1.19	<b>\$36,723</b>	1.23	<b>\$37,958</b>	1.26	<b>\$38,884</b>	1.30	<b>\$40,118</b>	1.35	<b>\$41,661</b>	1.40	<b>\$43,204</b>
<b>6</b>	1.23	<b>\$37,958</b>	1.27	<b>\$39,192</b>	1.30	<b>\$40,118</b>	1.35	<b>\$41,661</b>	1.40	<b>\$43,204</b>	1.45	<b>\$44,747</b>
<b>7</b>	1.27	<b>\$39,192</b>	1.31	<b>\$40,427</b>	1.35	<b>\$41,661</b>	1.40	<b>\$43,204</b>	1.45	<b>\$44,747</b>	1.50	<b>\$46,290</b>
<b>8</b>	1.31	<b>\$40,427</b>	1.35	<b>\$41,661</b>	1.39	<b>\$42,895</b>	1.45	<b>\$44,747</b>	1.50	<b>\$46,290</b>	1.55	<b>\$47,833</b>
<b>9</b>	1.35	<b>\$41,661</b>	1.39	<b>\$42,895</b>	1.43	<b>\$44,130</b>	1.50	<b>\$46,290</b>	1.55	<b>\$47,833</b>	1.60	<b>\$49,376</b>
<b>10</b>	1.39	<b>\$42,895</b>	1.43	<b>\$44,130</b>	1.47	<b>\$45,364</b>	1.55	<b>\$47,833</b>	1.60	<b>\$49,376</b>	1.65	<b>\$50,919</b>
<b>11</b>	1.43	<b>\$44,130</b>	1.47	<b>\$45,364</b>	1.51	<b>\$46,599</b>	1.60	<b>\$49,376</b>	1.65	<b>\$50,919</b>	1.70	<b>\$52,462</b>
<b>12</b>	1.47	<b>\$45,364</b>	1.51	<b>\$46,599</b>	1.55	<b>\$47,833</b>	1.65	<b>\$50,919</b>	1.70	<b>\$52,462</b>	1.75	<b>\$54,005</b>
<b>13</b>			1.55	<b>\$47,833</b>	1.60	<b>\$49,376</b>	1.70	<b>\$52,462</b>	1.75	<b>\$54,005</b>	1.80	<b>\$55,548</b>
<b>14</b>			1.59	<b>\$49,067</b>	1.65	<b>\$50,919</b>	1.75	<b>\$54,005</b>	1.80	<b>\$55,548</b>	1.85	<b>\$57,091</b>
<b>15</b>			1.63	<b>\$50,302</b>	1.69	<b>\$52,153</b>	1.80	<b>\$55,548</b>	1.85	<b>\$57,091</b>	1.90	<b>\$58,634</b>

**SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT**  
**2008-2009**  
**Academic Salary Schedule**

**Generator Base:**  
**\$31,880**

<b>Step</b>		<b>BA</b>		<b>BA+15</b>		<b>BA+30</b>		<b>MA</b>		<b>MA+15</b>		<b>MA+30</b>
<b>1-4</b>	1.14	<b>\$36,343</b>	1.18	<b>\$37,618</b>	1.21	<b>\$38,575</b>	1.25	<b>\$39,850</b>	1.30	<b>\$41,444</b>	1.35	<b>\$43,038</b>
<b>5</b>	1.19	<b>\$37,937</b>	1.23	<b>\$39,212</b>	1.26	<b>\$40,169</b>	1.30	<b>\$41,444</b>	1.35	<b>\$43,038</b>	1.40	<b>\$44,632</b>
<b>6</b>	1.23	<b>\$39,212</b>	1.27	<b>\$40,488</b>	1.30	<b>\$41,444</b>	1.35	<b>\$43,038</b>	1.40	<b>\$44,632</b>	1.45	<b>\$46,226</b>
<b>7</b>	1.27	<b>\$40,488</b>	1.31	<b>\$41,763</b>	1.35	<b>\$43,038</b>	1.40	<b>\$44,632</b>	1.45	<b>\$46,226</b>	1.50	<b>\$47,820</b>
<b>8</b>	1.31	<b>\$41,763</b>	1.35	<b>\$43,038</b>	1.39	<b>\$44,313</b>	1.45	<b>\$46,226</b>	1.50	<b>\$47,820</b>	1.55	<b>\$49,414</b>
<b>9</b>	1.35	<b>\$43,038</b>	1.39	<b>\$44,313</b>	1.43	<b>\$45,588</b>	1.50	<b>\$47,820</b>	1.55	<b>\$49,414</b>	1.60	<b>\$51,008</b>
<b>10</b>	1.39	<b>\$44,313</b>	1.43	<b>\$45,588</b>	1.47	<b>\$46,864</b>	1.55	<b>\$49,414</b>	1.60	<b>\$51,008</b>	1.65	<b>\$52,602</b>
<b>11</b>	1.43	<b>\$45,588</b>	1.47	<b>\$46,864</b>	1.51	<b>\$48,139</b>	1.60	<b>\$51,008</b>	1.65	<b>\$52,602</b>	1.70	<b>\$54,196</b>
<b>12</b>	1.47	<b>\$46,864</b>	1.51	<b>\$48,139</b>	1.55	<b>\$49,414</b>	1.65	<b>\$52,602</b>	1.70	<b>\$54,196</b>	1.75	<b>\$55,790</b>
<b>13</b>			1.55	<b>\$49,414</b>	1.60	<b>\$51,008</b>	1.70	<b>\$54,196</b>	1.75	<b>\$55,790</b>	1.80	<b>\$57,384</b>
<b>14</b>			1.59	<b>\$50,689</b>	1.65	<b>\$52,602</b>	1.75	<b>\$55,790</b>	1.80	<b>\$57,384</b>	1.85	<b>\$58,978</b>
<b>15</b>			1.63	<b>\$51,964</b>	1.69	<b>\$53,877</b>	1.80	<b>\$57,384</b>	1.85	<b>\$58,978</b>	1.90	<b>\$60,572</b>

Article 15  
Supplemental Pay Duties

- A. Supplemental pay duties shall be assigned at the Employer's discretion for activities listed in the Supplemental Pay Schedule. Supplemental pay is in addition to the regular classroom teaching duties covered in the Salary Schedule and represents the supplemental pay in each category.
- B. In the event that Employer decides to establish a newly created supplemental pay duty which is not listed in the Supplemental Pay Schedule, the Employer and Association will meet to negotiate the applicable pay rate for said duty within thirty (30) days or at a mutually agreed upon time.

# Supplemental Schedule

SEPEA

Generator Base= \$30,860

2007/2008

Football				Wrestling			
1000	Head Varsity Coach	20.1	\$6,203	2130	Head Varsity Coach	20.1	\$6,203
1000.5	Defensive Coordinator	11.5	\$3,549	2131	Ass't Varsity Wrestling	11.2	\$3,456
1000.5	Offensive Coordinator	11.5	\$3,549	2132	Head 9/10 Wrestling	9.9	\$3,055
1001	Ass't. JV Football	11.2	\$3,456	2132.5	Ass't. 9 <sup>th</sup> Grade Wrestling	9.0	\$2,777
1002	Head Tenth Grade	11	\$3,395	2133	Head Junior High	6.4	\$1,975
1003	Asst't Tenth Grade	10.8	\$3,333	2134	Ass't Junior High	6	\$1,852
1003	Ass't Tenth Grade	10.8	\$3,333	Track	(Boys)		
1004	Head Ninth Grade	10	\$3,086	3330	Head Varsity Coach	14.9	\$4,598
1005	Asst't Ninth Grade	9.1	\$2,808	3331	Ass't Coach	9.1	\$2,808
1005	Ass't Ninth Grade	9.1	\$2,808	3331	Ass't Coach	9.1	\$2,808
1006	Head Eight Grade	8.6	\$2,654	3332	Head Ninth Coach	8.1	\$2,500
1007	Ass't Eight Grade	8.1	\$2,500	3332.5	Ass't. 9 <sup>th</sup> Grade	7.4	\$2,284
1007	Ass't Eight Grade	8.1	\$2,500	3333	Head Jr. High (B) Track	6.9	\$2,129
1007	Ass't Eight Grade	8.1	\$2,500	3334	Ass't Jr. High (B) Track	6.5	\$2,006
1008	Head Seventh Grade	7.8	\$2,407	3334	Ass't Jr. High (B) Track	6.5	\$2,006
1009	Ass't Seventh Grade	7.4	\$2,284	Track	(Girls)		
1009	Ass't Seventh Grade	7.4	\$2,284	3340	Head Varsity Coach	14.9	\$4,598
1009	Ass't Seventh Grade	7.4	\$2,284	3341	Ass't Coach	9.1	\$2,808
				3341	Ass't Coach	9.1	\$2,808
				3342	Head Junior High	6.9	\$2,129
Basketball	(Boys)			3343	Ass't Junior High	6.5	\$2,006
2110	Head Varsity Coach	20.1	\$6,203	3343	Ass't Junior High	6.5	\$2,006
2111	Ass't Varsity Coach	11.2	\$3,456				
2112	Head Tenth Grade	10.8	\$3,333				
2112.5	Asst. Head Tenth Grade	10.8	\$3,333	Swimming	(Boys)		
2113	Head Ninth Grade	9.9	\$3,055	2140	Head Varsity (Boys)	14.5	\$4,475
2114	Ass't. Ninth Grade	9.1	\$2,808	2141	Ass't Varsity	9.1	\$2,808
2115	Head Eighth Grade	7.8	\$2,407	2142	Junior High	4.6	\$1,420
2116	Ass't Eighth Grade	6.5	\$2,006				
2116	Ass't. Eighth Grade	6.5	\$2,006	Swimming	(Girls)		
2117	Head Seventh Grade	6.1	\$1,882	1140	Head Varsity (Girls)	14.5	\$4,475
2118	Ass't Seventh Grade	5.7	\$1,759	1141	Ass't Varsity	9.1	\$2,808
2118	Ass't Seventh Grade	5.7	\$1,759	1142	Junior High	4.6	\$1,420
Basketball	(Girls)			Soccer			
2120	Head Varsity Coach	20.1	\$6,203	4660	Head Coach (Boys)	11.9	\$3,672
2121	Ass't Varsity Coach	11.2	\$3,456	4661	Ass't Coach (Boys)	7.2	\$2,222
2121	Ass't Varsity Coach	11.2	\$3,456	4670	Head Coach (Girls)	11.9	\$3,672
2122	Head Ninth Grade	9.9	\$3,055	4671	Ass't Coach (Girls)	7.2	\$2,222
2123	Ass't Ninth Grade	9.1	\$2,808				
2124	Head Eighth Grade	7.8	\$2,407	Cheerleading			
2125	Ass't Eighth Grade	6.5	\$2,006	5800	Senior High	11.3	\$3,487
2125	Ass't Eighth Grade	6.5	\$2,006	5801	Ass't Cheerleading	5.6	\$1,728
2126	Head Seventh Grade	6.1	\$1,882	5802	Ass't Cheerleading	5.6	\$1,728
2127	Ass't Seventh Grade	5.7	\$1,759				
2127	Ass't Seventh Grade	5.7	\$1,759				

# Supplemental Schedule

SEPEA

Generator Base= \$30,860

2007/2008

<b>Volleyball (Girls)</b>				<b>Weight Room Supervisor</b>			
1150	Head Coach	13.4	\$4,135	3001	WRS Semester 1	5.2	\$1,605
1151	Ass't Coach	9.1	\$2,808	3001	WRS Semester 2	5.0	\$1,543
1151	Ass't Coach	9.1	\$2,808	3002	Summer WRS	6.13	\$1,892
1151	Ass't Coach	9.1	\$2,808	3002	Summer WRS	6.13	\$1,892
1151.5	Ninth Grade Volleyball	9.1	\$2,808	3002.5	Fitness Coordinator	12.0	\$3,703
1152	Head 8th Volleyball	7.2	\$2,222	3002.7	Speed/Agility( School Yr)	4.0	\$1,234
1152.5	Head 7th Volleyball	7.2	\$2,222	3002.8	Speed/Agility( Summer)	6.5	\$2,006
1153	Ass't Junior High	6.5	\$2,006	<b>Music</b>			
1153	Ass't Junior High	6.5	\$2,006	5810	Sr. High Band Instructor	16.3	\$5,030
				5811	Sr. High Band Instructor	16.3	\$5,030
				5809	Pit Band Director	3.0	\$926
<b>BaseBall (Boys)</b>				5814	Jr. High Band Director	6.9	\$2,129
4770	Head Coach	15.9	\$4,907	5814	Jr. High Band Director	6.9	\$2,129
4771	Head Tenth Grade	8.2	\$2,531	5812	Senior High Vocal (2)	16.3	\$5,030
4771.5	Ass't Tenth Grade	7.8	\$2,407	5812.5	All Sch. I V. Music(annual)	7.0	\$2,160
4772	Ass't Varsity Baseball	9.9	\$3,055	5813	Junior High Vocal	6.9	\$2,129
4773	Head 9th Baseball	8.2	\$2,531	5813	Junior High Vocal	6.9	\$2,129
4774	Ass't Ninth Grade	7.8	\$2,407	5813	Junior High Vocal	6.9	\$2,129
<b>Softball (Girls)</b>				5815	Ass't Sr. High Show Choir	5.0	\$1,543
4780	Head Coach	15.9	\$4,907	5816	Show Choir Band Director	3.5	\$1,080
4781	Ass't Coach	9.9	\$3,055	5817	Co-Musical Director	7.0	\$2,160
4782	Head Ninth Grade	8.2	\$2,531	<b>Drill Team</b>			
4782.5	Ass't Ninth Grade	7.8	\$2,407	5820	Head Drill Team	11.3	\$3,487
4783	Head 8th Grade Softball	7.7	\$2,376	5820.5	Head JV Drill Team	8.4	\$2,592
4783.5	Head 7th Grade Softball	7.7	\$2,376	5821	Ass't Drill Team	5.6	\$1,728
4784	Ass't 8th Grade Softball	7.0	\$2,160	5822	Ass't Drill Team	2.8	\$864
4784	Ass't 7th Grade Softball	7.0	\$2,160				
<b>Golf</b>				5830	Drama	12.0	\$3,703
3440	Head Coach (Boys)	11.1	\$3,425	5840	Debate	7.7	\$2,376
3441	Ass't Varsity Boys	7.0	\$2,160	5844	Senior High Newspaper	6.0	\$1,852
3450	Head Coach (Girls)	11.1	\$3,425	5846	SH Student Council	4.0	\$1,234
3445	Jr. High (Boys/Girls)	6.8	\$2,098	5846	SH Student Council	4.0	\$1,234
<b>Tennis</b>				<b>Speech</b>			
3550	Head Coach (Boys)	11.1	\$3,425	5850	Head Speech	9.1	\$2,808
3551	Ass't Boys Tennis	7.0	\$2,160	5851	Ass't Speech	5.7	\$1,759
3560	Head Coach (Girls)	11.1	\$3,425	5851.5	JH Mock Trial	2.0	\$617
3561	Ass't Girls Tennis	7.0	\$2,160	<b>Annual</b>			
				5860	Senior High	7.5	\$2,315
				5861	Junior High	3.7	\$1,142
<b>Cross Country</b>				5870	Prom	1.5	\$463
1019	Head Boys/Girls CC	13.0	\$4,012	5870	Prom	1.5	\$463
1020	Asst. Boys/Girls CC	7.4	\$2,284	5889	DECA	15.0	\$4,629
1021	Head JH CC	3.0	\$926	5890	FFA	15.0	\$4,629
1021	Head JH CC	3.0	\$926	5970	RAP Coordinator (2)	4.0	\$1,234
				5970	Team Facilitator	25.0	\$7,715
5980	Ind. Tech Shop Mgr.	15.0	\$4,629	5970	Team Facilitator	25.0	\$7,715
5980	Print Shop Mgr.	15.0	\$4,629	5970	Team Facilitator	25.0	\$7,715
	Math Counts (JH)	2.5	\$772	5970	Team Facilitator	25.0	\$7,715
5990	NHS Coordinator	5.0	\$1,543	5970	Team Facilitator	25.0	\$7,715
	Web Manager (JH)	6.0	\$1,852	5970	Team Facilitator	25.0	\$7,715
5940	Bus Patrol Supv. (2)	4.0	\$1,234				

**Supplemental Schedule**

SEPEA

Generator Base= \$31,880

2008/2009

<b>Football</b>				<b>Wrestling</b>			
1000	Head Varsity Coach	20.1	\$6,408	2130	Head Varsity Coach	20.1	\$6,408
1000.5	Defensive Coordinator	11.5	\$3,666	2131	Ass't Varsity Wrestling	11.2	\$3,571
1000.5	Offensive Coordinator	11.5	\$3,666	2132	Head 9/10 Wrestling	9.9	\$3,156
1001	Ass't. JV Football	11.2	\$3,571	2132.5	Asst't 9th Grade	9.0	\$2,869
1002	Head Tenth Grade	11.0	\$3,507	2133	Head Junior High	6.4	\$2,040
1003	Asst't Tenth Grade	10.8	\$3,443	2134	Ass't Junior High	6.0	\$1,913
1003	Ass't Tenth Grade	10.8	\$3,443	<b>Track (Boys)</b>			
1004	Head Ninth Grade	10.0	\$3,188	3330	Head Varsity Coach	14.9	\$4,750
1005	Asst't Ninth Grade	9.1	\$2,901	3331	Ass't Coach	9.1	\$2,901
1005	Ass't Ninth Grade	9.1	\$2,901	3331	Ass't Coach	9.1	\$2,901
1006	Head Eighth Grade	8.6	\$2,742	3332	Head 9 <sup>th</sup> Grade Coach	8.1	\$2,582
1007	Ass't Eight Grade	8.1	\$2,582	3332.5	Asst't 9th Grade	7.4	\$2,329
1007	Ass't Eight Grade	8.1	\$2,582	3333	Head Jr. High (B) Track	6.9	\$2,200
1007	Ass't Eight Grade	8.1	\$2,582	3334	Ass't Jr. High (B) Track	6.5	\$2,072
1008	Head Seventh Grade	7.8	\$2,487	3334	Ass't Jr. High (B) Track	6.5	\$2,072
1009	Ass't Seventh Grade	7.4	\$2,359	<b>Track (Girls)</b>			
1009	Ass't Seventh Grade	7.4	\$2,359	3340	Head Varsity Coach	14.9	\$4,750
1009	Ass't Seventh Grade	7.4	\$2,359	3341	Ass't Coach	9.1	\$2,901
<b>Basketball (Boys)</b>				3341	Ass't Coach	9.1	\$2,901
2110	Head Varsity Coach	20.1	\$6,408	3342	Head Junior High	6.9	\$2,200
2111	Ass't Varsity Coach	11.2	\$3,571	3343	Ass't Junior High	6.5	\$2,072
2112	Head Tenth Grade	10.8	\$3,443	3343	Ass't Junior High	6.5	\$2,072
2112.5	Asst. Head Tenth Grade	10.8	\$3,443	<b>Swimming (Boys)</b>			
2113	Head Ninth Grade	9.9	\$3,156	2140	Head Varsity (Boys)	14.5	\$4,623
2114	Ass't. Ninth Grade	9.1	\$2,901	2141	Ass't Varsity	9.1	\$2,901
2115	Head Eighth Grade	7.8	\$2,487	2142	Junior High	4.6	\$1,466
2116	Ass't Eighth Grade	6.5	\$2,072	<b>Swimming (Girls)</b>			
2116	Ass't. Eighth Grade	6.5	\$2,072	1140	Head Varsity (Girls)	14.5	\$4,623
2117	Head Seventh Grade	6.1	\$1,945	1141	Ass't Varsity	9.1	\$2,901
2118	Ass't Seventh Grade	5.7	\$1,817	1142	Junior High	4.6	\$1,466
2118	Ass't Seventh Grade	5.7	\$1,817	<b>Soccer</b>			
<b>Basketball (Girls)</b>				4660	Head Coach (Boys)	11.9	\$3,794
2120	Head Varsity Coach	20.1	\$6,408	4661	Ass't Coach (Boys)	7.2	\$2,295
2121	Ass't Varsity Coach	11.2	\$3,571	4670	Head Coach (Girls)	11.9	\$3,794
2121	Ass't Varsity Coach	11.2	\$3,571	4671	Ass't Coach (Girls)	7.2	\$2,295
2122	Head Ninth Grade	9.9	\$3,156	<b>Cheerleading</b>			
2123	Ass't Ninth Grade	9.1	\$2,901	5800	Senior High	11.3	\$3,602
2124	Head Eighth Grade	7.8	\$2,487	5801	Ass't Cheerleading	5.6	\$1,785
2125	Ass't Eighth Grade	6.5	\$2,072	5802	Ass't Cheerleading	5.6	\$1,785
2125	Ass't Eighth Grade	6.5	\$2,072				
2126	Head Seventh Grade	6.1	\$1,945				
2127	Ass't Seventh Grade	5.7	\$1,817				
2127	Ass't Seventh Grade	5.7	\$1,817				

**Supplemental Schedule**

SEPEA

Generator Base= \$31,880

2008/2009

<b>Volleyball (Girls)</b>				<b>Weight Room Supervisor</b>			
1150	Head Coach	13.4	\$4,272	3001	WRS Semester 1	5.2	\$1,658
1151	Ass't Coach	9.1	\$2,901	3001	WRS Semester 2	5.0	\$1,594
1151	Ass't Coach	9.1	\$2,901	3002	Summer WRS	6.13	\$1,954
1151	Ass't Coach	9.1	\$2,901	3002	Summer WRS	6.13	\$1,954
1151.5	Ninth Grade Volleyball	9.1	\$2,901	3002.5	Fitness Coordinator	12.0	\$3,826
1152	Head 8th Volleyball	7.2	\$2,295	3002.7	Speed/Agility - School Yr.	4.0	\$1,275
1152.5	Head 7th Volleyball	7.2	\$2,295	3002.8	Speed/Agility - Summer	6.5	\$2,072
1153	Ass't Junior High	6.5	\$2,072	<b>Music</b>			
1153	Ass't Junior High	6.5	\$2,072	5810	Sr. High Band Instructor	16.3	\$5,196
<b>BaseBall (Boys)</b>				5811	Sr. High Band Instructor	16.3	\$5,196
4770	Head Coach	15.9	\$5,069	5809	Pit Band Director	3.0	\$956
4771	Head Tenth Grade	8.2	\$2,614	5814	Jr. High Band Director	6.9	\$2,200
4771.5	Ass't 10 <sup>th</sup> Grade	7.8	\$2,487	5814	Jr. High Band Director	6.9	\$2,200
4772	Ass't Varsity Baseball	9.9	\$3,156	5812	Senior High Vocal (2)	16.3	\$5,196
4773	Head 9th Baseball	8.2	\$2,614	5812.5	All School Music(annual)	7.0	\$2,232
4774	Ass't Ninth Grade	7.8	\$2,487	5813	Junior High Vocal	6.9	\$2,200
<b>Softball (Girls)</b>				5813	Junior High Vocal	6.9	\$2,200
4780	Head Coach	15.9	\$5,069	5815	Ass't Sr. High Show	5.0	\$1,594
4781	Ass't Coach	9.9	\$3,156		Choir		
4782	Head Ninth Grade	8.2	\$2,614	5816	Show Choir Band Director	3.5	\$1,116
4782.5	Ass't 9th Grade Softball	7.8	\$2,487	5817	Co-Musical Director	7.0	\$2,232
4783	Head 8th Grade Softball	7.7	\$2,455	<b>Drill Team</b>			
4783.5	Head 7th Grade Softball	7.7	\$2,455	5820	Head Drill Team	11.3	\$3,602
4784	Ass't 8th Grade Softball	7.0	\$2,232	5820.5	Head JV Drill Team	8.4	\$2,678
4784	Ass't 7th Grade Softball	7.0	\$2,232	5821	Ass't Drill Team	5.6	\$1,785
<b>Golf</b>				5822	Ass't Drill Team	2.8	\$893
3440	Head Coach (Boys)	11.1	\$3,539	5830	Drama	12.0	\$3,826
3441	Ass't Varsity Boys	7.0	\$2,232	5840	Debate	7.7	\$2,455
3450	Head Coach (Girls)	11.1	\$3,539	5844	Senior High Newspaper	6.0	\$1,913
3445	Jr. High (Boys/Girls)	6.8	\$2,168	5846	SH Student Council	4.0	\$1,275
<b>Tennis</b>				5846	SH Student Council	4.0	\$1,275
3550	Head Coach (Boys)	11.1	\$3,539	<b>Speech</b>			
3551	Ass't Boys Tennis	7.0	\$2,232	5850	Head Speech	9.1	\$2,901
3560	Head Coach (Girls)	11.1	\$3,539	5851	Ass't Speech	5.7	\$1,817
3561	Ass't Girls Tennis	7.0	\$2,232	<b>Annual</b>			
<b>Cross Country</b>				5860	Senior High	7.5	\$2,391
1019	Head Boys/Girls CC	13.0	\$4,144	5861	Junior High	3.7	\$1,180
1020	Asst. Boys/Girls CC	7.40	\$2,359	5870	Prom	1.5	\$478
1021	Head JH CC	3.0	\$956	5870	Prom	1.5	\$478
1021	Head JH CC	3.0	\$956	5889	VICA	15.0	\$4,782
				5890	FFA	15.0	\$4,782
				5890.5	DECA	15.0	\$4,782
5980	Ind. Tech Shop Mgr.	15.0	\$4,782		RAP Coordinator (2)	4.0	\$1,275
5980	Print Shop Mgr.	15.0	\$4,782	5970	Team Facilitator	25.0	\$7,970
	Math Counts (JH)	2.5	\$797	5970	Team Facilitator	25.0	\$7,970
5990	NHS Coordinator	5.0	\$1,594	5970	Team Facilitator	25.0	\$7,970
	Web Manager (JH)	6.0	\$1,913	5970	Team Facilitator	25.0	\$7,930
5940	Bus Patrol Supv. (2)	4.0	\$1,275	5970	Team Facilitator	25.0	\$7,970

Article 16  
Duration

THIS AGREEMENT shall become effective on August 15, 2007, and shall continue in full force and effect without change until Midnight, August 14, 2010, and shall be automatically renewed from year to year thereafter unless prior to the automatic renewal date either party gives notice of its desire to modify, amend or terminate this Agreement as hereinafter provided. This agreement shall continue in force and effect for equivalent periods, except as may be amended, modified, or substituted under the provisions in the Agreement and the Public Employment Relations Act of 1974.

This Agreement is signed this 20th day of April, 2007.

EMPLOYER  
SOUTHEAST POLK COMMUNITY  
SCHOOL DISTRICT

ASSOCIATION  
SOUTHEAST POLK EDUCATION  
ASSOCIATION

BY \_\_\_\_\_  
Chairperson, Board of Education

BY \_\_\_\_\_  
President

BY \_\_\_\_\_  
Superintendent

BY \_\_\_\_\_  
Chief Negotiator

BY \_\_\_\_\_  
Administrative Negotiator

BY \_\_\_\_\_  
Representative

BY \_\_\_\_\_  
Administrative Negotiator

BY \_\_\_\_\_  
Representative

BY \_\_\_\_\_  
Business Manager